

BOATING PROGRAM SITE ASSISTANT

- Opening Date:** September 1, 2006
- Closing Date:** Subject to closing when the needs of City are met.
- Hourly Wage:** \$ 10.33 per hour
- Hours:** 15-19 hours per week. Hours will vary between 8 am – 6 pm, Monday through Friday and may include some weekend hours.
- Minimum Qualifications:** Requires experience in customer service and general clerical office skills and the equivalent to the completion of the 12th grade. Ability to work outdoors. Ability to create documents using Microsoft Word, Excel, Access and Publisher. Possession of, or ability to obtain, an appropriate, valid Arizona driver's license. Requires successful completion of required selection process, and successful completion of background investigation.
- Additional Requirements:** Ability to:
- Obtain motorboat driving certification on Tempe Town Lake.
 - Lift and move equipment up to 50 pounds.
 - Work special programs and events that happen outdoors on Tempe Town Lake.
 - Communicate clearly and concisely, both orally and in writing.
 - Type and use a computer at a speed necessary for job performance.
 - Learn and correctly interpret and apply program policies and procedures.
 - Establish and maintain cooperative working relationships with public and staff.
 - Perform routine clerical work.
 - Understand and carry out oral and written directions.
- Representative Essential Functions:**
- Obtain and monitor boating program supplies and equipment.
 - Lift and move equipment such as tables, chairs, boats and program supplies.
 - General facility upkeep.
 - Answer the telephone and serve the public in person by providing general and specific information concerning Tempe Parks & Recreation boating facilities, programs and policies.
 - Operate a computer to enter data and create program documents.
 - Issue, receive, type, print and process various recreation program registration forms and reports.
 - Prepare program marketing materials including news releases, flyers & posters.
 - Other duties as assigned.

Download application at <http://www.tempe.gov/pkrec/jobs/>
or

Applications available at City of Tempe Parks & Recreation Administration Office, 3500 S. Rural Road,
Rio Salado Operations Center, 620 N. Mill Ave. (480) 350-8034

An equal opportunity/reasonable accommodation employer.